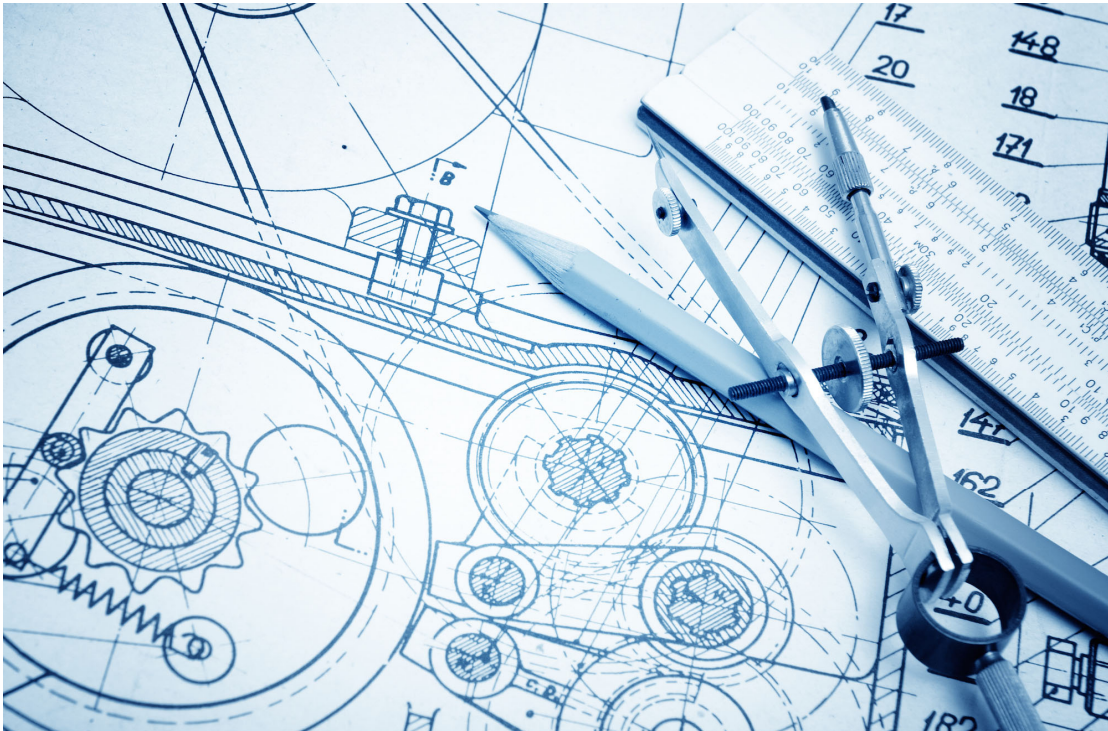




**US Army Corps  
of Engineers®**

# **ARCHITECT-ENGINEER GUIDE RFP SACRAMENTO DISTRICT USACE**



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## Purpose

The purpose of the Architect-Engineer (A-E) Guides are to inform A-E firms of the general administrative and technical requirements for providing professional services and products relative to their contract(s) with the U.S. Army Corps of Engineers, Sacramento District (SPK). These guides provide guidance for what is required at each DBB submittal stage as well as for DB RFP package development. They are meant to supplement the statement of work in the project task order contract and not replace the specific contract requirements and other applicable codes and guidelines.

## USACE Point of Contact

The Statement of Work indicates a Technical Lead assigned to the project who will function as the USACE Primary Point of Contact (POC).

## Document Update - Point of Contact

The Quality Assurance, Specifications and A-E Services Section (QASAE, CESPCK-EDS-Q) is responsible for coordinating updates to these A-E Guides. The QASAE Section is also responsible for ensuring contents reflect actual practices. Contact the QASAE Section if you have any questions, suggestions, or concerns about any part of these documents.

Chief, Quality Assurance, Specifications & A-E Services ([Vincent.G.Andrada@usace.army.mil](mailto:Vincent.G.Andrada@usace.army.mil))

SPK A-E Coordinator ([MariaArmiCleo.N.Pascua@usace.army.mil](mailto:MariaArmiCleo.N.Pascua@usace.army.mil))

SPK District Quality Manager (TBD)

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Date

# Request for Proposal Document Submittals

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## Scope

The purpose of this document is to provide the guidance for the content of the Request for Proposal (RFP) Document Submittals. This guidance supplements the *Architect-Engineer Guide General Requirements* as modified by the Statement of Work (SOW).

## Distribution (to applicable organizations)

A-E Firm

Chief of Quality Assurance, Specifications and A-E Services (QASAE) Section

Chief of Engineering Division

Assistant Chief of Engineering Division

Chief of Engineering Support Branch

Chief of Military Design Branch

Assistant Chief of Military Design Branch

Chief of Civil Design Branch

Chief of Geotechnical Branch

Chief of Environmental Engineering Branch

Project Management

Safety Office

## Ownership

The Quality Assurance, Specifications and A-E Services Section (QASAE, CESP-K-EDS-Q) is responsible for the administration and update of this A-E Guide. The QASAE is also responsible for ensuring that this document reflects actual practices. Contact the QASAE if you have issues, questions, suggestions, or concerns about any part of this document.

Chief, Quality Assurance, Specifications & A-E Services ([Vincent.G.Andrada@usace.army.mil](mailto:Vincent.G.Andrada@usace.army.mil))

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SPK District Quality Manager (TBD)

## References

- *Refer to the individual discipline sections and A-E Statement of Work (SOW) for applicable project specific criteria*
- *UFC (all locations)*  
[\[http://www.wbdg.org/ffc/dod/unified-facilities-criteria-ufc\]](http://www.wbdg.org/ffc/dod/unified-facilities-criteria-ufc)
- *Architect-Engineer Guide [REFP13L0]*
- *DD Form 1354 REAL PROPERTY, TRANSFER AND ACCEPTANCE OF MILITARY*  
[\[https://wbdg.org/FFC/DOD/UFC/ufc\\_1\\_300\\_08\\_2009\\_c2.pdf\]](https://wbdg.org/FFC/DOD/UFC/ufc_1_300_08_2009_c2.pdf)

## Definitions

A-E	Architect-Engineer - Consulting Firms and their Subcontractors - A vendor hired by the District to provide architectural-engineering services requiring professional and/or architectural license, as defined by state regulatory agencies and laws.
COE or Corps	Corps of Engineers a.k.a. USACE
D-B	Design Build
LEED	Leadership in Energy and Environmental Design
MCACES	Micro Computer Aided Cost Estimating System
MILCON	Military Construction
PDT	Project Delivery Team – Design team members and other people assigned during the design of a project.
PM	Project Manager - The individual in PPMD assigned to manage a project or program from the inception through completion. The PM is the leader of the PDT. The PM has the responsibility for the development of the PMP, which will include the project QCP.
PPMD	Programs and Project Management Division - PPMD consists of five Branches with Project Managers (PM) who are responsible for project execution within cost and schedules limits.

PMP	Project Management Plan
Project	A unique process, consisting of a set of coordinated and controlled activities with start and finish dates, undertaken to achieve an objective conforming to specific requirements, including the constraints of time, cost and resources. It can be any combination of work (products, services, and so forth) intended to produce a specific expected outcome or solution to a customer problem or need.
Quality	The degree to which a set of inherent characteristics fulfills requirements.
RFP	Request for Proposal document is the development of the design criteria for a project that will be advertised as Design-Build (D-B) procurement.
SOW	Scope of Work - A description of the desired work which defines in detail the scope, specific tasks, funding and schedules for the work to be performed for each project/study/phase in P2/Work Item in CEFMS. The first time through the PMP Development, the scope need only contain sufficient information to determine required PDT membership. In future iterations, the PDT will develop a more complete project scope.
UFC	Unified Facilities Criteria

## Responsibility

The Architect-Engineer is responsible for preparing the design criteria.

The Government is responsible for preparing evaluation criteria for the D-B procurement.

## Design Criteria

The design criteria must be prepared in the RFP Section 01 10 10 DESIGN REQUIREMENTS - GENERAL and included in the Functional Design Criteria Room By Room Requirements attachment to Section 01 10 10. The template for the attachment is to be requested from the SPK Quality Assurance and Specifications Unit Leader in QASAE Section.

The cost estimate for the RFP document must be prepared in MCACES per ER 1110-2-1302. Base the cost estimate upon the midpoint of construction of the projected construction period.

## Draft RFP Submittal

The submittals for this phase of the work must constitute approximately a 65% complete RFP. The primary purpose of this submittal is to finalize all major design and engineering decisions and to validate project scope and cost.

Site specific and Installation specific items in the RFP may include:

- Geotechnical Reports
- Existing Infrastructure developments

- Site location
- Installation aesthetics desired
- Special environmental requirements
- Special vehicle access
- Acceptable construction staging locations
- Specific terrorism or other security threats
- As-built drawings of existing utilities and other facilities
- Installation permit processing
- Real Estate, Contracting, Engineering/Construction, Project and Program Management and other Divisions within the District will be required to provide project specific information.

The following information is provided as a guide for submittal content. The task order SOW will provide the project specific submittal requirements. If there is a conflict between the SOW and the following information, the SOW governs.

- 1) Include the following in the submittal:
  - Individuals with Disabilities Checklist
  - Applicable calculations
  - Preliminary Site Plan(s)
  - Preliminary Floor Plan(s)
  - Section 01 10 10 DESIGN REQUIREMENTS - GENERAL: This section states the project description, location, objectives, scope, functional and area requirements, and general technical requirements. This section also contains the design philosophy (similar to a Design Analysis) and specific design criteria, by disciplines (such as, Civil, Landscape, Architectural, Interior Design, Structural, Fire Protection, Mechanical, Electrical, and so forth), to be used by the Contractor for developing the “construction documents” (such as, drawings and specifications) after contract award.
  - Attachment to 01 10 10: FUNCTIONAL DESIGN CRITERIA ROOM BY ROOM REQUIREMENTS: This section states the design criteria broken down by room. Criteria from all disciplines to be listed for each room (such as, Civil, Landscape, Architectural, Interior Design, Structural, Fire Protection, Mechanical, Electrical, and so forth).
  - All other specifications as deemed necessary
  - Code “B” level cost estimate

- 2) Develop RFP criteria in coordination with the Federal High Performance Sustainable Building Guiding Principles as outlined in UFC 1-200-02. If Third Party Certification is required, identify any mandatory credits as well as the minimum certification level.
- 3) Develop RFP criteria that the D-B contractor's Fire Protection section of the Design Analysis must include: narrative/design discussions from all disciplines that are involved in an integrated fire protection analysis.
- 4) The preparer of the RFP must coordinate with the Facility fire prevention personnel to define the required fire hydrant flow testing and verify how the test results are to be performed. Accepting historical water supply information or similar data without verification is not permitted. The RFP requirements must address a fire protection engineer or an engineer experienced in water flow testing. Refer to UFC 3-600-01 Fire Protection Engineering For Facilities.
- 5) The cost estimate must include all aspects of the construction effort including the construction contractor's design fee. The cost estimate must be based on the midpoint of construction. The A-E is reminded of their responsibility to design the project within the programmed funds. If, at any time, it becomes apparent that the project cost will exceed the CCL, the A-E must immediately notify the Contracting Officer, and at the same time, develop proposal option items.

## Final RFP Submittal

The Final RFP submittal represents a complete and corrected document. The submittal must represent complete, biddable documents, and include an interdisciplinary, in-house quality assurance review. The A-E must submit any checklists utilized during this review to assure a quality control process has been followed. The Final RFP must be accomplished by developing the RFP as presented in the Preliminary RFP Submittal and as modified by the review comments.

Submittal requirements must include the following:

- 1) Narrative to include:
  - Individuals with Disabilities Checklist
  - Applicable calculations
- 2) 65% RFP Submittal comments with responses.
- 3) Final drawings.
- 4) Complete applicable Division 01 Specification Sections and other sections as required.
- 5) Revised/updated Code "B" Cost Estimate to Code "C" Cost Estimate.
- 6) Submittal Register using the SPECSINTACT format.
- 7) DD Form 1354 REAL PROPERTY, TRANSFER AND ACCEPTANCE OF MILITARY.